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MINUTES

Logistics Office Training Coordinator Meeting No. 53-3
1000 hours 9 July 1953

Attending:

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Transportation Division
Procurement Division
Procurement Division
Real Estate & Construction Division
Coordination & Requirements Staff
Logistics Office Training Officer

1. Training Coordinator Meeting Minutes. It was agreed that minutes of Training Coordinator meetings were useful and should continue to be distributed to division training coordinators. These minutes obviate the necessity for extensive memoranda to the divisions in connection with training activities, and serve as a training policy reference for the division. Coordinators requested that minutes be furnished as soon as possible after meetings take place.

2. Frequency of Training Coordinator Meetings. It was noted that training coordinator meetings had been conducted on a monthly basis rather than bi-monthly as was previously agreed; however, the present arrangement is agreeable to training coordinators. Accordingly, future meetings will be held at the call of the Training Officer not less frequently than on a monthly basis. Special meetings will be called when required.

3. Procedure for Submission of Training Requests. Training Officer indicated that some requests had been received without signature of the Division Training Coordinator concerned. It was agreed that training coordinators should be aware of all training requests initiated within the divisions in order to be properly cognizant of division training requirements, and to be aware of the extent to which division personnel are participating in announced training courses. In the future, training coordinators will review all requests for training prior to submission to the Logistics Office Training Officer for the purpose of assuring that the training requested is necessary in connection with the position concerned, and otherwise is consistent with announced training policies. Training requests will be returned to coordinators for such analysis and for signature when necessary.

4. Training Requirements. Coordinators were informed that external training budget requirements had been reviewed by the Office of Training,

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and that no exception was taken thereto. Accordingly, division training coordinators will be responsible for assuring that the training requirement indicated in division submissions is utilized on a programmed basis.

5. Training Records. Coordinators were advised that the training status Flexoline file is now in current status, and that copies of training requests are being retained in the files of the Training Officer. Accordingly, there is no requirement for divisions to retain copies of individual training requests, inasmuch as those records will be available to the extent desired. This, of course, does not preclude the establishment and maintenance of records essential in carrying out the responsibilities of the training coordinators.

6. Agency Indoctrination Course. Information was furnished that the allotment of spaces for the Logistics Office for Agency indoctrination course No. 11 (4-7 August 1953) has been increased to 30 persons. These spaces have been allotted to the divisions. Coordinators were requested to furnish lists of names of persons to attend the 11th AIS not later than 20 July 1953, together with a specified number of alternates in the event designated individuals are not able to attend.

7. Agency Indoctrination Sessions. Coordinators again were informed of the arrangements that have been made for Logistics Office personnel to attend Agency Indoctrination sessions held each Thursday from 0900 to 1200 hours in Room 117 Central Building. Coordinators were requested to review division personnel and schedule interested persons who reported for duty with the Agency prior to December 1951 to attend one of these weekly sessions.

8. Basic Intelligence Course (Supplemental). It was announced that the Procurement and the Transportation Divisions had indicated that schedules had been developed for eligible division personnel to attend either the BIC (Sup.) or the Administrative Support Course. Training Coordinators were requested to complete division schedules as soon as practicable and to transmit listings of persons to attend each course to the Logistics Office Training Officer. Training Forms (TF-51) may be submitted for such individuals at any time after lists have been developed, but must be in the hands of the Logistics Office Training Officer at least 7 days prior to the date scheduled course commences.

9. Human Resources Program. Information was furnished concerning forthcoming Human Resources Program appreciation sessions to be held in Mr. Garrison's Office at 0900 hours 15 July 1953. Logistics Office Training Officer indicated that it was desirable for division training coordinators also to attend this meeting in order that they may be aware of the advantages and content of the course. Such information will be necessary at the time the course is commenced in divisions of the Logistics Office. Training Officer will advise coordinators as soon as possible whether approval is obtained for them to attend this meeting.

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11. Individual Indoctrination. Procedure for scheduling the indoctrination of DD/P officials prior to overseas assignment was reviewed. It was concluded that the present procedure and content of training schedules was effective and should be continued.

12. Training Policy. Question was raised relative to the future participation of the Logistics Office in announced training programs. It was indicated that the present emphasis by the Agency on formal off-the-job training interferes in the accomplishment of some operations and that, although formalized Agency training perhaps will be beneficial in the long run, it appears that no end is in sight for training to be conducted.

It is true that an increased amount of time is necessary for mandatory training of personnel entering on duty with the Agency. In essentially all instances, the Logistics Office has not been consulted prior to the imposition of these mandatory training requirements. Consequently, even though this training may be found to be desirable, upon evaluation, there is much misunderstanding and resentment on the part of operating personnel toward the time persons under their control must be away from their assignment for the purpose of training.

Coordinators were reminded that the training now imposed is fundamentally the Agency attempt to provide information concerning overall operations that was not available and felt essential two or three years ago. The future training programs of the Agency will be determined by training requirements reflected from the operating level. Operating officials and division training coordinators can best assure that undue emphasis is not given to formalized training by careful evaluation of requirements and judicious use of available facilities. In the event that, upon detailed evaluation, training programs, courses, etc. are determined unnecessary or undesirable for specific individuals, specific positions, or groups of employees or positions, such evaluations should be forwarded through appropriate channels


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in order that the time and funds expended for Agency training may be reconsidered in the interest of most effective utilization thereof. Provision is made for excepting individuals from mandatory training when such exception is clearly in the best interest of the Office and the Agency.

Coordinators also were advised of the important part they, as training representatives of their divisions must play in the administration of the Logistics Career Service Program, and that they will be called upon to develop long range training schedules and programs for individuals and operations with the objective of continually increasing operational effectiveness through greater realization of employee potentials.

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Logistics Office Training Officer

AS/LO/JAS:lmr (10 July 1953)

Distribution:

- 1 - Office of the Chief, Special Staff, Administrative Staff
- 1 - To each LO Division Training Coordinator (5)
- 1 - Director of Training
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